

## **Anissa M. Radford**

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### **EDUCATION**

- 2007-2011            Ph.D coursework, Higher Education Policy Studies, University of Kentucky, Lexington
- August 2004        M.S., Higher Education Policy Studies, University of Kentucky, Lexington
- May 1995            B.A., Psychology, University of Kentucky, Lexington

### **PROFESSIONAL EXPERIENCE**

- August 2013–present    Academic Coordinator, Department of Dietetics and Human Nutrition  
Responsible for advising all DHN students until they enter upper-level DHN coursework. Meet with prospective majors. In charge of enrollment management (admissions policy) for entrance into the DHN majors. Taught DHN 241: Food Service Sanitation. Co-taught DHN 408G: DHN Seminar.
- August 2012            Displaced employee. Position eliminated due to budget cuts at the University of KY
- 2011-2012            Assistant Dean for Undergraduate Affairs, Gatton College of Business & Economics, University of Kentucky  
Led, managed/supervised the day-to-day operations of the advising staff and their associated activities. Worked to ensure that undergraduates in the College were advised in a service-oriented manner that was both accurate and timely following University and College rules and guidelines. Worked to facilitate the retention and graduation goals of the University and College through activities including advising, academic alerts, midterm grade alerts, etc. Coordinated with the academic units in the College to provide efficient and effective advising. Sought to continuously improve advising processes and information accuracy and flow to facilitate effective advising for current, new, transfer and readmitted students: worked with the Undergraduate Resource Center (URC) team and Gatton College as a whole to bring about new advising model with all undergraduates in B&E served by our advising team. Served as Gatton representative on Advising Leadership Committee to keep abreast and have a voice regarding university policies that impact advising; shared information as appropriate with URC team. Individually and with URC team, engaged in

continuous review of Gatton's policies and procedures related to advising. Served as point of contact for other departments (such as Admissions and Registrar) and other colleges (such as Ag and Undergraduate Studies) regarding advising issues in Gatton.

Coordinated with the Registrar's Office to ensure a smooth flow of processes: worked with Registrar's Office to align booking rules, course notes in the Course Catalog, and the *Bulletin*. Worked with Registrar's Office to reinstate students, change students' grades from E to W or N (never attended) when appropriate, and on other student issues as needed. Worked with students who wish to apply for academic bankruptcy to explain the process and impact on GPA, approved bankruptcies on behalf of the College, completed the paperwork and sent to the Registrar's Office.

Oversaw the following student academic processes: student petitions to the Dean; graduation certification and senior check; administration of suspension, probation, and College probation procedures; upper-division admissions and appeals procedures; on and off campus transfers; Dean's list notification; petitions for graduation exceptions; post midterm and retroactive withdrawals; oversaw procedures to ensure that APEX (degree audit system) accurately reflects students' progress towards their degree. Assisted the Associate Dean on strategic planning and special projects/reports needed for the Gatton College.

2007-2011

Director, First-Year Success, College of Agriculture's School of Human Environmental Sciences (HES), University of Kentucky

Recruited prospective students for majors in the School of HES via events such as Preview Nights; advised freshmen, transfer, and readmitted students during advising conferences; worked to retain incoming students via measures such as academic alerts, midterm grade alerts, probation meetings, and serving as a guide to acquaint students to the myriad resources available at the University. Part of two-person team in the School which oversaw the following processes: teacher course evaluations; athlete certification checks; end-of-semester probation and suspension (made decisions and reported decisions to Associate Dean regarding which students should be suspended or allowed to return on probation; sent appropriate letters to students alerting them of their academic standing; posted suspensions in SAP, campus warehouse database); posted APEX (academic program exploration) exceptions; helped students interpret APEX and program requirements to ensure timely graduation; posted overrides in SAP; worked with students who are requesting reinstatement as well as retroactive withdrawals; provided guidance to faculty advisors who have questions regarding course requirements or usage of SAP/myUK; served as liaison to advisors across campus who have questions regarding programs in HES; served as College contact for faculty and professional staff advisors for interpreting and enforcing Academic Readiness Program (ARP) guidelines for entering freshmen in the College. In addition to regularly-assigned duties, taught UK 101, Academic Orientation, for four semesters.

- 2003-2007 Director, Academic Success & Freshman Advising, Lindsey Wilson College. Similar duties as listed below. Provided leadership to and oversaw daily operational duties of Lindsey Wilson College's Academic Success Center (ASC), which included tutoring program, freshman advising program, developmental reading and study skills program, ASC computer lab; maintained program's budget; developed annual class schedule for reading, study skills, and freshman seminar classes; worked with the Office of Admissions and the Registrar's Office to evaluate incoming students (including course placement and transfer credits); worked with Office of Institutional Research to assess effectiveness of freshman advising program. Worked in unity with a diverse cadre of college administrators, faculty, and staff in order to achieve the mission of Lindsey Wilson College.
- In addition to assigned duties, taught Freshman Seminar and College Study Skills (2005-2007).
- 2000-2003 Director, Freshman Advising, Lindsey Wilson College. Tested via Accuplacer, assessed test results, advised, and registered (via Banner system) all day-college incoming fall freshmen from April through September and incoming spring freshmen during December and January. Coordinated Early Warning System (EWS) team to monitor and advise students experiencing difficulty during academic year. Held study sessions for students with midterm deficiencies. Worked closely with Student Activities Office to organize summer orientation and advising days for prospective students and their parents.
- 1998-2000 Coordinator of Student Support Services for Testing, Placement, & Advising, Lindsey Wilson College. Tested via Accuplacer, assessed test results, advised, and registered all day-college incoming fall freshmen from April through September and incoming spring freshmen during December and January. Implemented the Early Warning System (EWS) program and directed EWS team to monitor and advise students experiencing difficulty during academic year. Worked with EWS team and Computer Services to develop the intricacies of the Early Warning System, a computer-generated program which allows academic and student services personnel campus-wide to work collaboratively to advise students on successful college decisions, both academically and socially. Held study sessions for students with midterm deficiencies.
- 1996-1997 Center Assistant, Kaplan Test Preparation Center, Lexington, Kentucky. Assisted high school students, college students, nurses, and physicians preparing to take national pre-professional and post-professional exams and boards; administered and scored mock exams; tracked and managed enrollment in various preparation programs; handled monetary transactions; e-mailed national

headquarters regarding all programs and enrollment; served as liaison between center's director, teachers, and enrollees; designed computer-generated flyers for publicity; opened and closed center; filed and retrieved study and exam materials. (Reason for leaving: relocated to Columbia, Kentucky.)

## **COMMITTEES**

- Advising Network, University of Kentucky, 2007-2012
- Advising Leadership Committee, University of Kentucky, 2011-2012
- Gatton College Undergraduate Studies Committee, University of Kentucky, 2011-2012
- Freshman Seminar Task Force, Spring 2005. Implemented and co-chaired committee consisting of academic and student services personnel to discuss the implementation of a freshman seminar course at LWC. (Note: course was piloted Fall 2005.)
- Title III Grant Writing, 2000. Worked with various personnel at Lindsey Wilson College to help College secure federal grant to enhance retention efforts. Wrote overview for a freshman advising program at Lindsey Wilson College.
- Various Selection Committees, 1999-2006, Lindsey Wilson College. Served on committee to hire Director of Career Services, Director of Upward Bound, LWC Career Advisor, and LWC Writing Lab Coordinator. Chaired committee to hire LWC Tutor Coordinator and Freshman Advising Team.
- Lindsey Wilson College Academic Affairs Committee, 2003-2007
- Lindsey Wilson College Student Petitions (a sub-committee of Academic Affairs), 2003-2007
- Lindsey Wilson College Faculty Assembly, 2003-2007
- Lindsey Wilson College Division Chairs and Directors, 2003-2007

## **PRESENTATIONS**

- Merit Weekend and Summer Advising Conference Parent Presentations, University of Kentucky, 2011-2012
- Appalachian College Association Summit, 2005, Abingdon, VA, "Intrusive Advising for At-Risk First-Year Students: A Freshman Advising Program in Action"

## **PROFESSIONAL DEVELOPMENT**

- Experienced Leader Academy, 2011, University of Kentucky Human Resources

- National Resource Center for First-Year Experience Academic Deans and Division Chairs Conference, 2006, Hilton Head, South Carolina
- 25<sup>th</sup> Annual Conference on the First-Year Experience (via National Resource Center), 2006, Atlanta, GA
- NACADA Drive-in Conference, 2006, Bowling Green, KY
- Appalachian College Association Summit, 2005, Abingdon, VA
- NACADA Regional Conference, 2005, Louisville
- Noel-Levitz National Conference on Student Retention, 2004, New Orleans, LA
- National Academic Advising Association, NACADA, Conference, 2004, Cincinnati, OH
- Appalachian College Association Lead-HERS Workshop, 2004, Abingdon, VA
- Kentucky Association for Developmental Educators, KADE, Annual Conference, 1998, Louisville

## **SERVICE**

- Christian Appalachian Project Board Member, August 2012 - present
- City of Columbia (Adair County, KY) Planning & Zoning Commission Board Member, 2007-2010

## **REFERENCES**

(Available upon request.)